



Transferable Skills Matrix

Design for Capability. Not Perfection.

Created by Vanessa Gentile, Founder of Bring Women Back to Work

Purpose

Most women don't lack skills.

They lack translation.

This tool helps you map:

- life experience
- unpaid work
- career breaks

Into: professional, job-relevant skills

How to Use This Tool

For each experience:

1. Identify what you actually did
2. Extract the underlying skill
3. Translate it into workplace language
4. Connect it to a role outcome

Section 1: Experience Mapping

Life / Career Experience	What You Did (Reality)	Skill Behind It	How It Translates to Work	Example Role Relevance
Managing a household	Coordinated schedules, budgets, logistics	Organization, planning	Project coordination, operations	Project Manager, Operations
Caregiving (children / family)	Managed multiple needs, problem-solving daily	Emotional intelligence, adaptability	Stakeholder management, resilience	HR, Customer Success
Volunteering	Organized events, managed people	Leadership, coordination	Team coordination, execution	Event Manager, Marketing
Career break with learning	Completed courses, self-study	Self-discipline, learning agility	Fast learner, upskilling mindset	Tech roles, Consulting
Relocation / moving countries	Navigated new systems, cultures	Adaptability, problem-solving	Change management, flexibility	Global roles, HR, Ops

Section 2: Your Personal Mapping

Fill this out yourself:

Your Experience	What You Actually Did	Skill You Used	How You Can Say It Professionally	Target Role
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Key Skill Categories (to help you think)

If you're unsure what your skills are, look here:

1. Organizational Skills

- planning
- prioritization
- time management
- coordination

2. Interpersonal Skills

- communication
- empathy
- conflict resolution
- collaboration

3. Cognitive Skills

- problem-solving
- decision-making
- critical thinking

4. Leadership Skills

- ownership
- accountability
- initiative
- influence

5. Adaptability Skills

- resilience
- learning agility
- flexibility
- navigating change

Example Translation (Important)

Instead of saying:

× “I took a break to raise my children”

Say:

“Managed complex daily operations, balancing multiple priorities, logistics, and stakeholder needs while developing strong organizational and problem-solving skills.”

One Principle to Remember

Nothing you did is “nothing.”

If you:

- managed
- organized
- supported
- built
- solved

Then you developed skills.

Why This Matters

Most hiring systems are trained to read:
job titles

Not:
real capability

This tool helps you:
make your capability visible

Final

Before you move on, ask yourself:

“What have I done that I have never counted as valuable?”

That is where your strongest story often begins.